

Electronic Personnel Security Questionnaire (EPSQ)

**Cadet Class of 2004,
Customer Manual**

**10th Security Forces Squadron
USAF Academy, Colorado**

INTRODUCTION

Developed by the Defense Security Service (DSS), the Electronic Personnel Security Questionnaire (EPSQ) is a personal computer (PC) system that simplifies the process of reporting information required to conduct background investigations of incumbents or applicants for national security, non-sensitive, or public trust positions. The function of EPSQ is to streamline the data-gathering process so that complete and accurate information is collected and rapidly validated.

This is a condensed version of the EPSQ 2.0 Customer Manual prepared by DSS. It has been modified specifically for Fourth Class Cadets.

CUSTOMER SERVICE: WHERE TO GET HELP

If you need help with any aspect of EPSQ, please follow these steps:

1. Consult this manual first. The manual and EPSQ's on-line help system are your first sources of assistance when using EPSQ. These sources should answer the vast majority of your questions and provide solutions to most of the problems you encounter.
2. If, after reading the manual and any related on-line help text, you cannot resolve a problem, see the list of "Frequently asked Questions" at our EPSQ homepage, i.e., <http://www.usafa.af.mil/sf/sfai/sfai.htm>. If you still cannot find an answer, then contact 10 SFS/SFAP at (719) 333-2405/4087 or DSN: 333-2405/4087. Make sure you provide a complete description of the problem, including a list of the actions you took prior to the occurrence of the problem and the exact wording of any error messages you received.

SPECIAL INSTRUCTIONS

Please follow carefully the instructions contained in this Customer Manual for completion of a Standard Form 86 (SF86). Complete each module and validate the form (for errors). When error free, print a copy of the completed form, and then transfer the file to a disk. Each time you modify to the form, remember to re-validate, print out the form and transfer the file to the disk. When you come in to 10 SFS/SFAP for your appointment, bring the envelope that was provided, containing the disk, your police check, a copy of the form (SF86), and Proof of Citizenship. Some of the information is requested only back to the 16th birthday, all other information is indefinite. **DO NOT SIGN THE PAPERWORK UNTIL YOU ARE TOLD TO DO SO BY A SECURITY OFFICER.**

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These guidelines are to be used in conjunction with the instructions on the electronic form. Please read the instructions with the form, and at the bottom of the screen, for each module carefully, and incorporate these instructions with them. It will be necessary to have complete names (including middle name) of all persons referred to on the form. If you do not know the middle name, put "unk". Addresses should include zip codes. If a rural route or post office box is used, you must include directions in the remarks section of the module, or in module 43.

If you are filling out the EPSQ before Jun 2000, don't forget to change the date on your computer to match your entries.

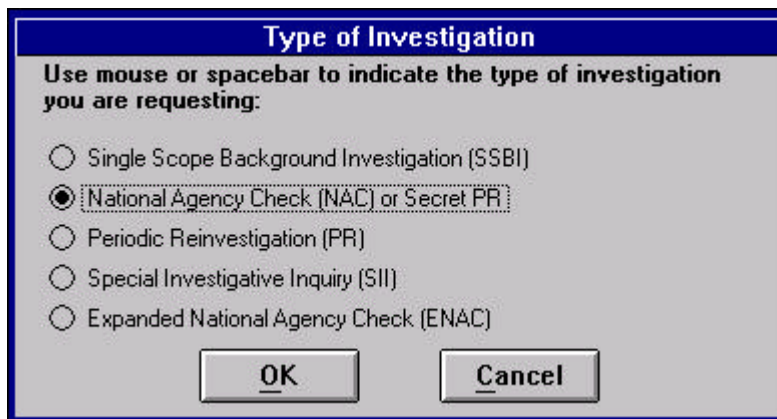
CREATING AND MODIFYING A FORM

Create

When you select **C**reate from the main menu bar, the pull-down menu lists one option.

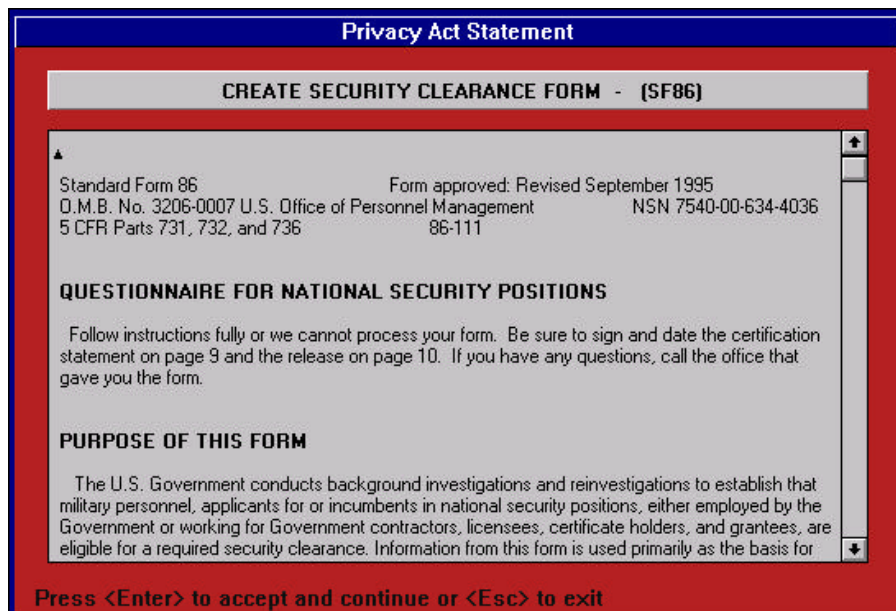
- **User Form**-This allows you to begin entering information as the subject of a background investigation. For the type of form, click on "Request for Security Clearance (SF86). (See the screen example below) Then hit "OK".

The next screen is the type of investigation. Click on "National Agency Check (NAC) or Secret PR" (See the screen example below) Then hit "OK".



A dialog box titled "Type of Investigation" with a blue header bar. Below the title, it says "Use mouse or spacebar to indicate the type of investigation you are requesting:". There are five radio button options: "Single Scope Background Investigation (SSBI)", "National Agency Check (NAC) or Secret PR" (which is selected), "Periodic Reinvestigation (PR)", "Special Investigative Inquiry (SI)", and "Expanded National Agency Check (ENAC)". At the bottom are "OK" and "Cancel" buttons.

The next few screens contain your rights under the Privacy Act (PA).



A dialog box titled "Privacy Act Statement" with a blue header bar. Below the title is a red bar with the text "CREATE SECURITY CLEARANCE FORM - (SF86)". The main area is white and contains the following text: "Standard Form 86", "Form approved: Revised September 1995", "O.M.B. No. 3206-0007 U.S. Office of Personnel Management", "NSN 7540-00-634-4036", "5 CFR Parts 731, 732, and 736", "86-111". Below this is the section "QUESTIONNAIRE FOR NATIONAL SECURITY POSITIONS" with instructions: "Follow instructions fully or we cannot process your form. Be sure to sign and date the certification statement on page 9 and the release on page 10. If you have any questions, call the office that gave you the form." Then "PURPOSE OF THIS FORM" with text: "The U.S. Government conducts background investigations and reinvestigations to establish that military personnel, applicants for or incumbents in national security positions, either employed by the Government or working for Government contractors, licensees, certificate holders, and grantees, are eligible for a required security clearance. Information from this form is used primarily as the basis for". At the bottom, it says "Press <Enter> to accept and continue or <Esc> to exit".

After you enter through the various PA screens you will come to the User login screen. Enter your social security number and for a password, **enter your LAST NAME**. After you have verified your LAST NAME as the password, hit "OK" and continue on.

A screenshot of a 'User Login' window. The window has a dark blue title bar with the text 'User Login' in white. The main area is light gray. It contains three labels: 'SSN', 'Password', and 'Verify Password', each followed by a red rectangular input field. The 'SSN' field contains three dashes. At the bottom, there are two buttons: 'OK' and 'Cancel', both with a light gray background and a thin black border.

Modify

When you select **Modify** from the main menu bar, the pull-down menu lists one option.

- **User Form**-This allows you to update or add to information associated with a User Form already in the system. .

USER FORM

Standard Form 86-Request for Security Clearance (SF86)

This form has 43 modules. A brief description of the kind of information requested in each module is presented below.

- 1. Personal Information**-Requests your name, date and place of birth, and physical description. **(PLACE OF BIRTH MUST MATCH YOUR BIRTH CERTIFICATE OR STATEMENT OF CITIZENSHIP.)**
- 2. Other Names Used**-Requests any other names you have used during your life. Do not enter maiden name here, it is requested in the Personal Information module. **(Do not list name derivatives such as “Mike” for Michael or “Sue” for Susan, etc.)**
- 3. Citizenship**-Requests information about your current citizenship status. For example, if you are a U.S. citizen, were you born in the U.S., born abroad of U.S. parents, or naturalized. (If you were born abroad to US parents, for the state enter "New York" if born in Europe, California if born in Asia, Florida if in Central or South America, etc.)

4. Where You Have Lived-Requests a complete and continuous record of where you have lived, starting with your current residence (*NOTE: Start with the academy and work back until your 16th birthday*). Your first entry **MUST** look like this:

Navigation

4. Where You Have Lived (SF86)

000-00-0001 M, M M Entry 1 of 1

From/To Dates 2000/06/?? PRES/ /

Address Line 1 CADET WING

Address Line 2

City USAF ACADEMY

State CO Colorado

Country UNITED STATES

Zip or FPC 80840

Next

Previous

Delete

Remarks

Help

Exit

Enter the zip code or foreign postal code of this residence

After you hit "NEXT", enter that the residence is **NOT** hard to find.

For each residence occupied, you must provide a reference. For the Academy entry, the Air Officer Commanding must be entered. See the example below:

Navigation

4. Where You Have Lived (SF86)

Person Who Knew You

000-00-0001 M, M M Entry 1 of 1

From Date/To Date 2000/06/?? PRES/ /

Address Line 1 CADET WING

City/State USAF ACADEMY CO

First Name AIR Middle OFFICER Last COMMANDING Suffix

Address Line 1 CADET WING

Address Line 2

City USAF ACADEMY

State CO Colorado

Country UNITED STATES ZIP/FPC 80840

Telephone Number

Next

Previous

Delete

Remarks

Help

Exit

Enter the telephone number of a person who knew you at this address

YOU CAN LEAVE THE PHONE NUMBER BLANK.

If you went to the USAF Preparatory School, your entry should look like this:

1999/07/?? To 2000/05/?? (This is the From/To dates entry.)

PLT- A, B or C (Put whichever is applicable, for Address Line 1. Leave Address

Line 2 blank)

USAF Academy CO Colorado 80840 (This is the City, State and Zip Code entry.)

For 'PERSON WHO KNOWS YOU', enter:

Tommy NMN Dillard (This is the first, middle and last name entry.)

PLT (This is Address Line 1 entry. Leave Address Line 2 blank.)

USAF Academy CO Colorado 80840 (This is the City State and Zip Code entry.)

5. Where You Went to School-Requests details on formal education you have received. You must list any Prep Schools, other colleges and high schools you have attended since your 16th birthday. Your first entry should look like exactly like this:

Navigation

5. Where You Went To School (SF86)

000-00-0001 M, M M Entry 1 of 1

From/To Dates 2000/06/?? PRES /

Type of Education 2 College/University/Military College

School Name USAF ACADEMY

Degree/Diploma/Other

Award Date / /

Address Line 1 CADET WING

Address Line 2

City USAF ACADEMY

State CO Colorado

Country/Zip or FPC UNITED STATES 80840

Next

Previous

Delete

Remarks

Help

Exit

Enter the zip code or foreign postal code of the educational institution

The person who knows you for entry in the next screen will be the Air Officer Commanding.

IF YOU ATTENDED THE USAF ACADEMY PREP SCHOOL, YOUR INPUT SHOULD CONTAIN THESE ENTRIES:

1999/07?? To 2000/05/?? (This is the From /To Dates entry (These may vary))

2 College/University/Military College (This is the Type of Education entry)

USAF Academy Preparatory School (This is the School Name entry)

Certificate (This is the Degree/Diploma/Other entry)

May 00 (This is the Award Date entry)

PLT A, B or C (Put whichever is applicable, for Address Line 1. Leave Address Line 2 Blank)

USAF Academy, CO Colorado, United States, 80840 (This is City, State, Country/Zip Or FPC entry)

The person who knew you will be the same person as in module 4, i.e, Tommy Dillard.

6. Your Employment Activities-Requests a complete and continuous record of your employment, unemployment, and self-employment, starting with the USAF Academy. You need not include employment prior to your 16th birthday. If you were unemployed or were self-employed, you must provide a reference (You can list a parent) who can verify these periods. In addition, you must provide information on ANY federal civil service employment back until your 16th birthday. **YOUR FIRST ENTRY SHOULD LOOK LIKE THIS:**

Navigation

6. Your Employment Activities (SF86)

000-00-0001 M, M M New Entry of 1

From/To Dates 2000/06/?? PRES/ /

Type of Employment
1 Active Military Duty Station

Next
Previous
Delete
Remarks
Help
Exit

To advance to the next screen, press [Enter]

YOUR NEXT SCREEN WILL LOOK LIKE THIS:

Navigation

6. Your Employment Activities (SF86)

000-00-0001 M, M M Entry 1 of 1

From/To Dates 2000/06/?? PRES/ /

Type of Employment 1 Active Military Duty Station

Branch Air Force

Employer Name USAF ACADEMY

Employer Phone

Your Position/Title CADET

Job Address Line 1 CADET WING

Job Address Line 2

City USAF ACADEMY

State CO Colorado

Country/Zip or FPC UNITED STATES 80840

Next
Previous
Delete
Remarks
Help
Exit

Enter zip code or foreign postal code of the actual job location

DON'T FORGET TO GO BACK TO YOUR 16TH BIRTHDAY. INCLUDE THE PREP SCHOOL IF APPLICABLE GOING FROM 1999/07/?? TO 2000/06/?. IF YOU WERE UNEMPLOYED, IT IS #7 IN THE POP UP BOX. AT THE NEXT SCREEN, THE SUPERVISOR IS THE AIR OFFICER COMMANDING.

7. People Who Know You Well-Requests the names, addresses, and telephone numbers of three references who know you well and who **live in the United States**. You cannot use your relatives, and must not use anyone you have used elsewhere in the form. The combined time these references have known you should span until your 16th birthday.

8. Your Spouse-Self-Explanatory.

9. Your Relatives and Associates-Requests personal information about close family members. In addition, you must provide personal information about other family members and associates who are foreign born and with whom you are bound by affection, obligation, or close and continuing contact. **(Note: There are 19 types of relatives and associates that can be listed. You must list any and all that apply to you.)**

10. Self-explanatory.

11. Your Military History-Cadet appointees must make an entry here also (2 entries, to include the Prep School, if applicable). **MARK YES, AND YOUR FIRST ENTRY WILL LOOK LIKE THIS:**

Navigation

11. Your Military History (SF86)

000-00-0001 M, M M New Entry of 1

From/To Dates 2000/06/?? PRES /

Branch of Service Air Force

Country UNITED STATES

Service Number 000-00-0001

Grade C4C Cadet Fourth Class (C4C)

Status 1 Active

State

Next

Previous

Delete

Remarks

Help

Exit

Enter the status of this military service

NOTE: YOUR SERVICE NUMBER IS YOUR SOCIAL SECURITY NUMBER.

IF YOU WENT TO THE USAF ACADEMY PREPRATORY SCHOOL, THE ONLY CHANGES WILL BE:

From/To Dates will be: 1999/07/?? TO 2000/06/??

Grade will probably be E1 Airman Basic (E1), or E2 Airman (E2) etc.

Status will be Active Reserve.

12-17. These are self -explanatory type questions.

18. Your Selective Service Record-Requests information about Selective Service System registration if you are a male born after 31December, 1959. If you do not know your number, you can enter all zeros, your social security number, or call (847) 688-6888.

19-42 These are self- explanatory type questions.

43. General Remarks-Provides additional space for remarks. This area should be reserved for *general* remarks. Specific remarks about a particular entry should be entered in the Optional Remarks associated with that screen.

VALIDATING, PRINTING A REPORT AND SAVING TO DISK

VALIDATING

To validate your User Form, select **User Form** from the [Validation pull-down menu](#). Enter the SSN and click OK or press **[Enter]**. EPSQ validates your entries for the form selected and reports the number of errors. **NOTE: Validation will not detect errors for missing information required by 10 SFS/SFAP. This includes Academy entries for employment, residence, school and military history.**

At this point you can select **Printer** or **Screen** and press **[Enter]** to direct your output. If you select **Printer**, EPSQ automatically prints the validation report at your printer.

If you select **Screen**, the validation results are displayed on your PC screen. After viewing the results on the screen, you can, prior to exiting, print the results without saving, save the results to a text file, or exit without saving.

Items on the validation report are listed in the same order as they appear on the module list. You can validate as many times as necessary, correcting and repeating the validation until your data validates perfectly.

PRINTING A REPORT

To print the appropriate form, select **User Form** from the [Reports pull-down menu](#). Enter the SSN and click OK or press **[Enter]**.

At this point, you can select **Printer** or **Screen** and click OK or press **[Enter]** to direct your output. If you select **Printer**, EPSQ automatically generates and prints the appropriate form at your printer. If you have successfully validated your data prior to printing, you can now sign the form and the accompanying Authority for Release of Information and Records and give them to your security officer along with the electronic version. (See Section 3.11, Preparing to Transfer Your Input, for instructions on preparing the electronic version.) The printed, signed version you submit must be **identical** to the electronic version. **NOTE: There must be three (3) signature pages printed out. The first one is (user certification) after module 43; the second one is a (release authority); and, the final one is a (medical release). The medical release is the only one**

that will not be signed and dated during your interview. If you do not get all three-signature pages, see our list of Frequently Asked Questions at <http://www.usafa.af.mil/sf/sfai.htm>

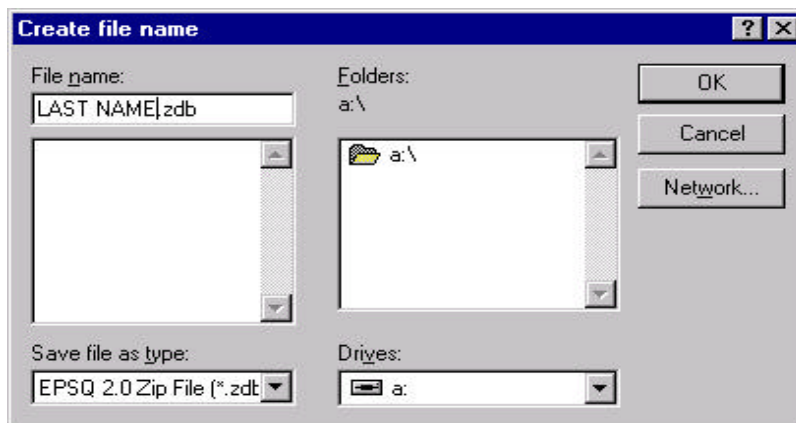
If you select **Screen**, the form is generated and displayed on your PC screen. After viewing the form on the screen, you can, prior to exiting, print the form without saving, save the results to a text file, or exit without saving.

SAVING TO DISK

- After validating your data, you need to transfer it to your security officer from the [Communications pull-down menu](#).

To give your EPSQ data to 10 SFS/SFAP on diskette, perform the following steps:

1. Format and label a 3-1/2 inch high-density diskette.
2. Select **Transmit to Security Officer** from the Communications pull-down menu.
3. Select the letter of the drive that contains the diskette you formatted.
4. Select a file name you wish to call the prepared file (*ie.*, **LASTNAME.zdb**) and press [OK].



5. You are informed of the name and location of the file you prepared. Give the diskette (with your password written in pencil on the diskette label) to 10 SFS/SFAP, when you come in for your appointment. Because the information you have entered into the EPSQ system is still resident on your computer and is governed by the Privacy Act, you should take steps to protect this information.

APPENDIX A: EPSQ ADDRESSES AND CONTACTS SHEET

10th Security Forces Squadron, Personnel Security (10 SFS/SFAP):

If you have a problem with or questions about EPSQ, call SFAP from 7:00 am to 3:00 pm Mountain Time, Monday - Friday:

All Users719-333-2405 or 719-333-4087
DSN Users333-2405/4087

If you wish to mail the **completed** EPSQ package (SF86 printout, diskette with saved EPSQ file, Proof of Citizenship, Fingerprint card and Police Check) to 10 SFS/SFAP, use the following mailing address:

10 SFS/SFAI
2360 Vandenberg Drive
Suite 2C15
USAF Academy CO 80840-8220

(NOTE: You should use the envelope provided in the appointment packet.)

If you wish to e-mail or fax comments/questions about EPSQ:

Refer all questions on EPSQ to the USAF Academy Personnel Security Specialist (10 SFS/SFAP)-Mr. Michael W. Brachhold at michael.brachhold@usafa.af.mil

If you are unable to contact the Personnel Security Specialist, then contact the USAF Academy Security Specialist:

The USAF Academy Security Specialist (10 SFS/SFAI), Mrs Jo Ann Bowen, can be contacted at jo.bowen@usafa.af.mil

FAX: Commercial: 719-333-6328/ DSN: 333-6328